

**PUBLIC WORKS
MAJOR OPERATING AND SERVICE PROGRAMS
GENERAL FUND**

DIVISION / SECTION	PROGRAM TITLE	PROGRAM DESCRIPTION
Administration, Office of the Director (23-01-01)	Resource Management	<ul style="list-style-type: none"> ▪ Coordinates budget development for the department and oversees expenditures. ▪ Provides Support to the ERM and CRM Projects, by attending workshops and meetings as requested by the ERP Team. ▪ Coordinates and supervises all Fiscal activities within the Department. Oversees all financial activity and conducts random audits to ensure compliance with fiscal policies ▪ Provides human resources management for Departmental personnel ▪ Provides liaison between citizens and departmental operational personnel ▪ Coordinates Training and Development needs for department personnel
	Community Outreach	<ul style="list-style-type: none"> ▪ Through the use of community meetings and PW created publications, citizens and the community are informed about upcoming projects and programs in their areas of the City. ▪ Provides an intake process in which the public may contact the dept. directly to take action on concerns and matters that may have not previously been reported to PW
	Customer Service	<ul style="list-style-type: none"> ▪ Coordinates the response of all department's blue blazers, 311s, and all other citizen and council inquiries
	Emergency Management	<ul style="list-style-type: none"> ▪ Plans and directs Emergency Response Operations, and post event emergency activities
	Employee Safety Program	<ul style="list-style-type: none"> ▪ Oversees the Employee Safety Program
	Legislative Initiatives and Review	<ul style="list-style-type: none"> ▪ Works with the External Relations Dept. to review and recommend action on upcoming and pending legislation that may affect PW processes and services
	Public Relations	<ul style="list-style-type: none"> ▪ Provides for the direct flow of information to various media outlets in the community. Also provides for direct contact with the community to highlight new programs and services. ▪ Coordination with MPO, AACOG, TxDot, SAMCO, CEC and others ▪
	Public Works Academy	<ul style="list-style-type: none"> ▪ Proactive outreach to community and neighborhood leaders providing in depth information about PW processes and services thereby creating a network of PW advocates that in turn educate their fellow citizens.
	City Council Coordination	<ul style="list-style-type: none"> ▪ Coordinates and Reviews the preparation request for ordinance/resolution ▪ Coordinates all meetings with council offices ▪ Oversees the operations of the Department, providing guidance in the development of missions, goals and objectives for their respective disciplines and areas of responsibility

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Administration City Architect (23-01-03)	Architectural & Engineering (A/E) and Construction Program Management – Vertical Projects	<ul style="list-style-type: none"> ▪ Manage Projects from concept through construction drawings including scooping & cost estimating, review of plans & specs, bid process, preparation of ordinance and construction contract management.
	Facility Space Planning	<ul style="list-style-type: none"> ▪ Provides space planning for all facilities in conjunction with Asset Management
	Design Enhancement Project Management	<ul style="list-style-type: none"> ▪ Manages the architectural design and construction of facilities for the City. ▪ Manages all Design Enhancement Contracts.
	Catalog of On-Site Artist Services (COSAS) Program	<ul style="list-style-type: none"> ▪ Management of Artist Selection Process ▪ Administration of Public Art Committee ▪ Management of Donations/Gifts of Art ▪ Management of Design Enhancement Policy ▪ Multi-departmental Design Enhancement Coordination ▪ Design Enhancement Newsletter Publication ▪ Administers the Public Art Design Enhancement Program and maintains the), which consists of an on-line catalog showcasing local talent. ▪ Artist Slide Registry Maintenance

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Administration, Design Enhancement (23-01-05) Capital Programs, Program Administration (23-08-01) Project Management (23-08-02) Real Estate (23-08-03) Capital Projects Mgt., Convention Facilities (23-11-02)	Capital Project Management	<ul style="list-style-type: none"> ▪ Manages the design and construction of “horizontal” structures of the City including all capital projects for streets and drainage, as well as storm water detention facilities. ▪ Reviews all plans and specifications for horizontal projects to insure accuracy and completeness ▪ Manages all aspects of contract administration for construction projects for Public Works and Parks, including both horizontal and vertical projects, including the RFQ process, consultant selection process, and the contract processing process. ▪ Scopes all Community Development Block Grant (CDBG) projects, manages project budgets, approves field alterations and related contract modifications interfaces with contractors as required, and other services. ▪ Develops construction estimates for potential bond projects, CDBG projects, council inquiries and others ▪ Acquire real estate for the city, including right-of- way for capital projects, sites for construction of libraries, police stations, fire stations and parks, as well as properties that are part of flood buyouts. ▪ Process fiscal payments to consultants and contractors; process CIP related ordinances, field alterations, and contracts ▪ Monitors all fiscal aspects of all capital projects. ▪ Develops Mid-Year Financial Status Report of all CIP Projects ▪ Prepares ordinances for all areas of Public Works, including both horizontal and vertical construction. ▪ Process payments to consultants and contractors ▪ Prepares Field Alterations in coordination w/ project managers ▪ Manage all aspects of engineering of MPO funded projects ▪ Develop program and administer construction of MPO funded projects

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	Utility Coordination	<ul style="list-style-type: none"> Performs utility coordination for all horizontal construction, including all major utilities such as SBC, SAWS, CPS, and Bexar Met. Manage the underground conversion program for the City, including conversions related to CIP projects and others.
Engineering (23-12-01)	Design of in-house Street maintenance projects	<ul style="list-style-type: none"> Provides in-house design of street maintenance projects
	CIP Review & Inspections	<ul style="list-style-type: none"> Provides construction inspection for capital improvement projects and street maintenance projects Inspects Street Maintenance Projects to ensure contractors compliance and quality of projects Inspects CIP Project to ensure contractors compliance and quality of projects Implement the revised UDC for Capital Improvement Projects
	Central Mapping/Surveying	<ul style="list-style-type: none"> Provides Geographic information system for the Public Works Department and other departments Provides Mapping services for Public Works Department and the City Council Provides surveying services for the Public Works Department and other departments within the City Organization
	Infrastructure Management Model	<ul style="list-style-type: none"> Implements the City's pavement management system. Utilize GIS to create Bond Project lists Utilize GIS to develop water quality model Provides inspections for MPO projects constructed by TXDOT
	GASB34 Support	<ul style="list-style-type: none"> Provides infrastructure tracking for GASB-34
	Annexation Support	<ul style="list-style-type: none"> Provide field notes and plats for Annexation area Coordinates Department's Data for Annexation Plans
Traffic, Planning & Design (23-12-01) Traffic Signs (23-12-02), Traffic Markings (23-12-03), Traffic Sign Maintenance (23-12-04) Traffic Signal Construction (23-12-05) Traffic Signal Maintenance (23-12-06)	Speed Hump Design Program	<ul style="list-style-type: none"> The Division performs traffic counts, coordinates speed hump feasibility determination and installation, field investigations of traffic-related complaints.
	School Traffic Safety	<ul style="list-style-type: none"> Provides traffic engineering services related to promoting school traffic safety.

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	Traffic Engineering	<ul style="list-style-type: none"> ▪ Analyzes and designs solutions to traffic safety and congestion problems. Tools include signs, signals, markings, and geometric design. ▪ Replace necessary signage and markings to improve the neighborhood infrastructure. ▪
	Downtown Traffic Operations	<ul style="list-style-type: none"> ▪ Designates parking zones, loading zones, taxi stands, horse carriage stands, bus stops, etc., and handles barricading and detouring for special event traffic control.
	Intelligent Transportation Systems	<ul style="list-style-type: none"> ▪ Develops programs for implementation of new technologies to improve traffic flow and safety. Evaluate, monitor, and manages systems, e.g., signal preemption, SBC Center reversible lane, etc.
	Traffic Crash Analyses/Data Collection	<ul style="list-style-type: none"> ▪ Reviews and summarizes traffic accident data ▪ Collects traffic volume, speed, and vehicle classification data for use in traffic analyses.
	Traffic Signal/Sign Program	<ul style="list-style-type: none"> ▪ Install and maintain pavement markings (long lane lines, speed humps, stop bars, crosswalks, legends, island tips) ▪ Construct/Modify Traffic Signals and School Flashers ▪ Provide preventive maintenance and upkeep of traffic signal infrastructure ▪ Manufacture regulatory, warning, and guide signage in support of sign maintenance activities ▪ Install and replace regulatory, warning, and guide signage to ensure the safe movement of people and goods ▪ Develops timing and phasing designs for new installations, temporary plans for construction, updating existing plans (retiming), signal modifications, signal system operations evaluation and upgrading. ▪ Evaluation and retiming of coordinated signal systems to provide traffic flow progression. ▪

**PUBLIC WORKS
MAJOR OPERATING AND SERVICE PROGRAMS
STREET MAINTENANCE FUND**

DIVISION / SECTION	PROGRAM TITLE	PROGRAM DESCRIPTION
Streets, Area Supervision (23-03-01) Gravel and Asphalt Maintenance (23-03-02) Maintenance and Construction (23-03-03)	Streets Maintenance and Construction	<ul style="list-style-type: none"> ▪ Provides street maintenance services, including milling, paving, overlay, reconstruction, seal coat, slurry seal, base failure repair, guardrail maintenance and repair, etc., and street contract management. ▪ Barricade placement for maintenance and construction projects; traffic hazards; high water and other traffic control needs. ▪ The Neighborhood Access and Mobility Program provides funds to each Council District to be used for projects such as speed hump installation and sidewalk construction an other transportation project with project selection input from Council members. ▪ Provide research and construction cost estimates for Sidewalks, curbs and driveways. ▪ Provides a network approach to pedestrian mobility improvements City-wide in conjunction with VIA Metropolitan Transit Bus Company. This is the product of a Federal Court Order. ▪ Maintenance of 480 City Bridge structures on an as needed basis and in response to TxDOT BRINSAP Inspection Reports ▪ Maintenance of Tri-Party Brick Paver Street and Sidewalk Improvements. Maintenance of Downtown Street related facilities. ▪ Responsible for repairing all potholes on city streets and alleys. ▪ Alley repair and minor drainage corrections of Publicly dedicated alleys ▪ Reconstruction and maintenance of existing asphalt speed humps ▪ Construction and maintenance of non-Street Maintenance Division Projects (I.e., Demolition, Fire Station, Parking Lot resurfacing, Capital Projects, Cows on Parade, etc.)
	Neighborhood Sweeps	<ul style="list-style-type: none"> ▪ Coordinate between departments for services in neighborhood areas for repairs to infrastructure in a pre-determined schedule.
	Summer Youth Employment Program	<ul style="list-style-type: none"> ▪ Monitor the Summer Youth Employment Program Coordinate with Human Resources, Counselors, and other Dept. (25 Students)
	Dispatch /311 Services	<ul style="list-style-type: none"> ▪ Dispatching of work crews and assignments through 2-way radio communication. Street Maintenance Division support daily and all non-uniformed departments served after hours, weekends and holidays. ▪ Input and monitoring of customer service requests for services 24/7.
	Demolition	<ul style="list-style-type: none"> ▪ Demolition of Code Compliance Department initiated structures posing hazardous conditions to public safety or health. ▪ Demolition of Flood effected structures in accordance with FEMA mitigation grants

**PUBLIC WORKS
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RIGHT-OF-WAY MANAGEMENT FUND**

DIVISION / SECTION	PROGRAM TITLE	PROGRAM DESCRIPTION
Streets, Right-Of-Way (23-03-04)	ROW Management	<ul style="list-style-type: none"> ▪ Manages and protects rights of way through the issuance of permits. ▪ Ensures the public safety through the protection of the City's infrastructure investment and ensures compliance with traffic control measures. ▪ Provide ROW Users with 24 hour access to the ROW program permit process ▪ Coordinates construction in order to minimize public inconvenient, ensure public safety and maximize the use of public funds ▪ Protect infrastructure and coordinate work through phasing. Ensure utility spatial assignment. ▪ Responsible for invoicing and collecting ROW fees and penalties. ▪ Hold community/civic group meetings regarding the ROW program. Conduct meetings for ROW users regarding ROW program ▪ Provide city-wide inspection services to ROW users ▪ Provide field investigations for customer complaints/inquiries.

**PUBLIC WORKS
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STORM WATER OPERATING FUND**

DIVISION / SECTION	PROGRAM TITLE	PROGRAM DESCRIPTION
Drainage/Vegetation Control (23-04-02)	Texas Pollutants Discharge Elimination System (TPDES)	Ensure compliance with TPDES requirements
	Drainage Channel & rights-of-way vegetation management	<ul style="list-style-type: none"> ▪ Drainage channel/rights-of-way mowing ▪ Maintenance of medians and Flood Buy-out properties ▪ Herbicide applications for weed control on street gutter lines and drainage infrastructure
	Fallen Tree Removal Program	<ul style="list-style-type: none"> ▪ Removal of fallen trees from public right-of-ways
	Median Maintenance	<ul style="list-style-type: none"> ▪ Maintenance of 153 acres of medians 20 cycles per year ▪ Wildflower planting program
River Maintenance (23-04-03)	River Maintenance	<ul style="list-style-type: none"> ▪ Maintenance of rivers, creeks and drainage channels, including earthen channels and undeveloped natural creeks
	De-Silting/Re-grading/Floatable Debris Removal	<ul style="list-style-type: none"> ▪ De-silting/re-grading of lakes and channels ▪ Floatable debris removal from drainage channels and undeveloped creek ways
	Emergency Response Operations	<ul style="list-style-type: none"> ▪ Emergency spill response ▪ Storm Water Operations Crews respond to weather related emergencies. It also participates in the post-emergency event activities such as hazard mitigation
Street Cleaning (23-04-04)	Street Cleaning	<ul style="list-style-type: none"> ▪ Street cleaning of residential, arterial and collector streets ▪ Central Business District (CBD) street cleaning, sidewalk cleaning and litter control
	Graffiti Abatement	<ul style="list-style-type: none"> ▪ Graffiti abatement on public property, concrete channels, sidewalks and curbs
	Special Events Clean-ups	<ul style="list-style-type: none"> ▪ Cleaning of hike/bike trails at Mission Trails to include graffiti abatement ▪ Special event clean-ups
	Neighborhood Sweeps	<ul style="list-style-type: none"> ▪ Neighborhood Action Dept. (NAD) Sweeps
Tunnel Maintenance (23-04-05)	Tunnel Maintenance	<ul style="list-style-type: none"> ▪ Operate and maintain the San Antonio River and San Pedro River Tunnels ▪ Replace/clean underground storm water infrastructure ▪ Repair/clean storm drain inlets ▪ Televisive underground drainage system to conduct pipeline inspections and surveys ▪ Emergency spill response

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DIVISION / SECTION	PROGRAM TITLE	PROGRAM DESCRIPTION
Design Engineering (23-04-07)	Regional Storm Water Management Program	<ul style="list-style-type: none"> ▪ Administer policies and guidelines outlined in Local, State, Federal mandates to reduce flooding and flood hazards ▪ Participate in the development of an interlocal Agreement with SARA and the County
Administration (23-04-12)	Storm Water Operations Administration	<ul style="list-style-type: none"> ▪ Provides fiscal, human resources and administrative support
Regional Storm Water Administration and Engineering (23-04-11)	Flood Plain Management	<ul style="list-style-type: none"> ▪ Develop mitigation plans for identified flooding problems ▪ Review floodplain development permit submittals ▪ Update the Flood Insurance Rate Maps (FIRM) ▪ Identify, notify, and help prosecute floodplain violators ▪ Review flood plains, capital improvements and Metro Planning Organized (MPO) projects ▪ Provide in-house engineering support ▪ Provides fiscal, human resources and administrative support

**PUBLIC WORKS
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PARKING FACILITIES FUND**

DIVISION / SECTION	PROGRAM TITLE	PROGRAM DESCRIPTION
Parking Facilities Admin. & Fiscal (23-10-01) Market Sq. Garage (23-10-02) Parking Meters (23-10-04) Continental Lot (23-10-05) Riverbend Garage (23-10-06) Hemisfair Garage (23-10-07) Parking Enforcement (23-10-08) Durango Street (23-10-09) Mid-City Garage (23-10-10) State Lots (23-10-11) Houston/Nolan Lots (23-10-12) Library Garage (23-10-13) Dolorosa Lot (23-10-17) Cattleman's Square (23-10-19) UTSA/I-35 Lots (23-10-20) Municipal Court Lot (23-10-21) Marina Garage (23-10-22) St. Mary's Garage (23-10-23) Center Street Lot (23-10-24) Sutton Lot (23-10-25) Crockett Lot (23-10-26) Jones Lot (23-10-27) Bus Pass Program (23-10-28)	Parking Operations	<ul style="list-style-type: none"> ▪ Collects and accounts for revenues from parking meters. ▪ Staffs and manages the City's parking garages and lots. ▪ Issues parking violations to motorists. ▪ Collects all parking meter revenues ▪ Install and maintain parking meters in the CBD. ▪ Manage and subsidizes Bus Pass Program. ▪ Administration and management of leased space. ▪ Administration and management of parking decal program. ▪ Monitors and patrols to ensure customer safety

**PUBLIC WORKS
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BUILDING MAINTENANCE FUND**

DIVISION / SECTION	PROGRAM TITLE	PROGRAM DESCRIPTION
Building Maintenance, Building Maintenance (23-06-01) International Center (23-06-06) Parking Maintenance (23-06-07) Inventories (23-06-99)	Building Maintenance	<ul style="list-style-type: none"> ▪ Provides custodial and maintenance services to 275 City facilities on a charge-back basis. ▪ Coordinate and perform \$2M worth of renovations and improvement in City facilities on an annual basis ▪ Management of the City's security guard contract (\$2.5 M annually).
	Inventory Management	<ul style="list-style-type: none"> ▪ Maintains Supply Inventory of janitorial and construction materials to all City Departments
	Parking Facility Maintenance	<ul style="list-style-type: none"> ▪ Maintains the City's parking garages, surface lots, fee collection and surveillance equipment.
	Management of the Employee Safety Program (Includes Accident Review)	<ul style="list-style-type: none"> ▪ Supervise and directs all activities associated with the Employee Safety Program for Public Works